

# APPLICATION FOR SUMMER HIRE PROGRAM - 2012

Please return completed form to [NewDelhiSummerHire@state.gov](mailto:NewDelhiSummerHire@state.gov)

By COB, February 3, 2012

<b>STUDENT'S NAME:</b>		(Last)	(First)	(Middle initial)
<b>DOB:</b>	(m/d/yyyy)	<b>PLACE OF BIRTH:</b>	(City)	(State)
		(Country)		
<b>Your email address:</b>				
<b>Social Security number:</b>				
<b>Street address in India:</b>				<b>☎ number:</b>
<b>Street address in the U.S.:</b>				<b>☎ number:</b>
<b>Sponsor's name:</b>				<b>Relationship:</b>
<b>Sponsor's agency/office:</b>				<b>Sponsor's office email:</b>
<b>Sponsor's ☎ number:</b>				<b>Sponsor's home email:</b>
<b>Sponsor's projected departure date from post:</b>				(m/d/yyyy)
<b>Dates available for work</b>				
<b>Planned vacation(s):</b>				
<b>Education: Highest level completed:</b>		<input type="checkbox"/> Some HS <input type="checkbox"/> HS/GED <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctorate		
<b>Level completed as of</b>		<b>High School:</b> <input type="checkbox"/> 9 <sup>th</sup> grade <input type="checkbox"/> 10 <sup>th</sup> grade <input type="checkbox"/> 11 <sup>th</sup> grade <input type="checkbox"/> 12 <sup>th</sup> grade		
<b>May/June 2012:</b>		<b>College:</b> <input type="checkbox"/> 1 <sup>st</sup> year <input type="checkbox"/> 2 <sup>nd</sup> year <input type="checkbox"/> 3 <sup>rd</sup> year <input type="checkbox"/> 4 <sup>th</sup> year <input type="checkbox"/> 5 <sup>th</sup> year		
<b>Clerical work experience:</b>		<input type="checkbox"/> None <input type="checkbox"/> 3 months <input type="checkbox"/> 6 months <input type="checkbox"/> 1 year <input type="checkbox"/> more than 1 year		
<b>Computer skills:</b>		<input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> Access <input type="checkbox"/> Outlook <input type="checkbox"/> PowerPoint		
(check the applications you are familiar with)				
<b>Typing skills:</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No   If Yes, approximate typing speed: _____ words per minute		
<b>Language skills</b>		<b>English:</b> reading   speaking <b>Hindi:</b> reading   speaking		
(please rate your ability)		E=Excellent   V=Very Good   G=Good   F=Fair   P=Poor   N=Not Applicable		
<b>Prior work experience:</b>				
(India and elsewhere: include volunteer work)				
<b>Have you ever been employed by the U.S. government?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Were you ever in Military Service?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, were you discharged?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A   If yes, when?		
<b>Have you worked as a Summer Hire in New Delhi before?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, in what year(s) and section(s)?				

Have you ever had a security clearance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what level?	<input type="checkbox"/> Sensitive But Unclassified <input type="checkbox"/> Secret <input type="checkbox"/> Don't know
When was it granted or revalidated?	/ (m/yyyy)

**Summer hire positions may be at the Embassy Compounds and/or the American Center**

<b>I would prefer to work at:</b> (If you have a preference, please check one)	<input type="checkbox"/> AMERICAN CENTER <input type="checkbox"/> US EMBASSY <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Transportation is NOT provided. However, the Embassy offers a free shuttle service between the Embassy and the American Center.
I would like to work in the section(s):	
I prefer not to work in the section(s):	

**The above information is correct and is provided by the following person:**

(Print name)

Date:

(m/d/yyyy)

\_\_\_\_\_

**Please return this form as a .doc or .docx file (not as a .pdf file)  
by e-mail to [NewDelhiSummerHire@state.gov](mailto:NewDelhiSummerHire@state.gov)**

**by February 3, 2012.**

**Please note that additional information and forms will be required in order to process your security clearance. These forms will be sent to you by HR after your application is reviewed to determine which forms you will need.**